

City of Sheboygan
2018-03-22

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MinutesMead Public LibraryBoard of TrusteesMarch 22, 2018

A meeting of the Mead Public Library (MPL) Board of Trustees was held on Thursday, March 22, 2018 in The Loft. The following Board of Trustees members were present: Board President Maeve Quinn, Financial Officer Dolcye Johnson, Alderman Henry Nelson, Meg Albrinck, Kyle Whelton, and Dirk Zylman. Staff members present: Business Manager Debbie DeAmico, Director Garrett Erickson, Public Services Manager Melissa Prentice, and Administrative Assistant Sydney Mehn. Board of Trustee members absent: Board Vice-President Kathie Norman, Chris Campe, Nancy Mannchen

OPENING OF MEETING: CALL TO ORDER AND DETERMINATION OF QUORUM. Quinn called the meeting to order at 3: 47 p.m. She determined there was a quorum present.

PLEDGE OF ALLEGIANCE. Quinn led the Pledge of Allegiance.

PUBLIC COMMENT [5 PEOPLE AT 5 MINUTES EACH] (PLEASE SIGN IN PRIOR TO MEETING). There was no public comment.

APPROVAL OF MINUTES. Nelson moved to approve the minutes from the January 22, 2018 meeting; Albrinck seconded the motion. The motion passed.

CORRESPONDENCE, ANNOUNCEMENTS, AND COMMON COUNCIL REPORTS. There was no correspondence, announcements, or common council reports.

PRESIDENT APPOINTMENT OF CHAIR OF MARKETING AND SERVICES COMMITTEE FOR REMAINDER OF 2017 - 2018 TERM Quinn reported that Anderson had taken a new job in Cleveland. In his absence, Quinn appointed Norman as chair of the Services and Marketing Committee until May.

COMMITTEE REPORTS: FINANCE COMMITTEE DOLCYE JOHNSON, CHAIR. REPORT OF 3 / 12 / 18 MEETING. Johnson reported on the joint meeting of the city of Sheboygan and the Mead Public Library Finance committee. It was noted as a good meeting, with discussions on all the wonderful things the library is doing. It was asked during this meeting what the cost would be to get the library up to the required amount of open hours. Johnson reported that the cost would be \$55,000 per year.

ITEMS FOR DISCUSSION AND POSSIBLE ACTION:

DIRECTORS REPORT UPDATE ON COLLABORATION WITH SCHOOL DISTRICT. Erickson reported on the virtual library card program that SASD and MPL will likely be implementing in the fall. Erickson, Prentice, and Beinemann met with SASD to

work through the details of this merger. There are approximately 10,000 students in the district who will be receiving this service. The database will be updated every few weeks to keep it current. Erickson discussed the possible next steps for this program being shared resources and delivery services.

UPDATE ON LOGO DESIGN/RE-BRANDING EFFORT Erickson reported that we continue to work with Ideaworks. We are hopeful for an early April Marketing meeting and will possibly be ready to present concepts at the next full board meeting.

UPDATE ON BUILDING INTERIOR CHANGES Erickson reported in Kallas absence. The painting project on 3 rd floor is being finished, with just a little bit of ceiling work to do yet. The desk on 1 st floor has now been moved and is working really well with the proximity of staff to the gates, check-in, and self-service check-outs. The check-outs are now utilizing a service that suggest what to read next based on your checking out.

DISCUSSION OF OPTIONS FOR FIRST FLOOR CARPETING UPDATE Erickson brought up the option to utilize a service based out of Fond du Lac that uses equipment to move book shelves with the books still on them. The cost associated would likely be around \$15,000. The process would only take 7 - 10 days as opposed to the approximate 4 months that it took staff to complete the 3 rd floor. The board is interested in this approach and would like Erickson to pursue quotes.

UPDATE ON SERVICES AND PROGRAMMING Prentice reported on the latest programs at Mead. The Sheridan school family night brought in about 180 people and was a huge success. Wintergreen numbers were still being collected, however the gate count for the day was between 600 and 800 people. With spring break upcoming, there will be many programs, including movies, craft-o-rama, and a mad hatter tea party. National library week is coming up on April 8 - 14, which the library will celebrate. Mead will also participate in a Food for fines program, in collaboration with the Sheboygan Food Pantry. Lakeland s Community book read will also be going on that week, with a panel, a screen showing, and a book discussion. Lastly, the experience passes purchased by the Friends are ready to be checked out.

FEBRUARY STATISTICS Erickson reported on the February statistics. Check-outs are up, visits will probably be down as we install and adjust to a new camera counter. It was noted that MPL is just about even between lending and borrowing to and from other libraries. Nelson commented that programming vs participants seems to be in a sweet spot, with a good mix of both. Finally, the study room utilization is up as well.

LIAISON REPORTS MONARCH LIBRARY SYSTEM KATHIE NORMAN. Erickson reported in Norman s absence. There were two letters attached to the meeting, one from Horicon library, the other from Monarch, detailing Horicon s frustration with the lending system, and requesting a moratorium system instead. Other libraries feel the same, however we feel that the current system is working. More information to come.

MEAD PUBLIC LIBRARY FOUNDATION MAEVE QUINN Quinn reported that the

Foundation development committee s annual letter will be going out soon. In addition the upcoming Wisconsin Academy talk will take place on April 19 th. Lastly, the foundation will be asked to support national library week with lunch and cookies.

FRIENDS OF THE MEAD PUBLIC LIBRARY SYDNY MEHN Mehn reported that the Friends annual meeting will be April 18 th. They currently have six artists that repurpose books and will be presenting as part of the meeting. The Friends will also be hosting a fundraiser later in the year entitled Art 4 Books .

UPCOMING MEETINGS LIBRARY BOARD FINANCE COMMITTEE:

April 19, 2018 @ TBD

FULL LIBRARY BOARD MEETING:

April 19, 2018 @ 3: 45 p.m.

ADJOURN MOTION TO ADJOURN Whelton moved to adjourn the meeting, Nelson seconded. The motion passed.

Being no further business the meeting adjourned at 4: 50 p.m. Generated by Sydney Mehn on Monday, March 26, 2018